

Phil Norrey
Chief Executive

To: The Chair and Members of the
Farms Estate Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(See below)

Your ref :
Our ref :

Date : 15 February 2019
Please ask for : Wendy Simpson, 01392 384383

Email: wendy.simpson@devon.gov.uk

FARMS ESTATE COMMITTEE

Monday, 25th February, 2019

A meeting of the Farms Estate Committee is to be held on the above date at 2.15 pm in the Committee Suite - County Hall to consider the following matters.

P NORREY
Chief Executive

AGENDA

PART I - OPEN COMMITTEE

- 1 Apologies for Absence
- 2 Minutes
Minutes of the meeting held on 3 December 2018 (previously circulated).
- 3 Items Requiring Urgent Attention
Items which in the opinion of the Chairman should be considered at the meeting as matters of urgency.
- 4 Announcements

MATTERS FOR DECISION

- 5 Revenue Monitoring (Month 10) 2018/19 (Pages 1 - 4)
Report of the County Treasurer (CT/19/29), attached.
- 6 Capital Monitoring (Month 10) 2018/19 (Pages 5 - 6)
Report of the County Treasurer (CT/19/28), attached.

7 Tenants' Training Academy (Pages 7 - 10)

Report of the Head of Digital Transformation and Business Support (BSS/19/01) on progress towards delivering the inaugural Tenants' Training Academy, attached.

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC

8 Exclusion of the Press and Public

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Schedule 12A of the Act, namely information relating to, and which is likely to reveal the identity of, tenants and information relating to the financial or business affairs of tenants and the County Council and, in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

MATTERS FOR DECISION

9 Holdings and Tenancies etc. (Pages 11 - 30)

(An item to be considered by the Committee in accordance with the Cabinet Procedure Rules and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, no representations having been received to such consideration taking place under Regulation 5(5) thereof)

(a) Report of the Head of Digital Transformation and Business Support (BSS/19/02) on monitoring of tenants on an initial Farm Business Tenancy, attached.


(b) Report of the Head of Digital Transformation and Business Support (BSS/19/03) on the requests for extension of tenancy, attached.

*Electoral Divisions(s): Creedy, Taw & Mid
Exe; Holsworthy Rural; Salcombe*

Notice of all items listed above has been included in the Council's/Cabinet Forward Plan for the required period, unless otherwise indicated. The Forward Plan is published on the County Council's website.

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).

Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

<p>Membership</p> <p>Councillors R Edgell (Chair), J Brook (Vice-Chair), J Berry, A Dewhirst, T Inch, C Whitton and J Yabsley</p> <p>Co-opted Members E Quick (Devon Federation of Young Farmers Clubs) and L Warner (Tenants' representative)</p>
<p>Declaration of Interests</p> <p>Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item. Members of the Council have been granted a dispensation to allow them to speak and vote in any debate as a consequence of being a representative of the County Council on any County Council wholly owned, controlled or joint local authority company or Joint Venture Partnership unless the matter under consideration relates to any personal remuneration or involvement therein.</p>
<p>Access to Information</p> <p>Any person wishing to inspect the Council's / Cabinets Forward Plan or any minutes, reports or lists of background papers relating to any item on this agenda should contact Wendy Simpson, 01392 384383</p> <p>Both the Forward Plan and agenda and minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.</p>
<p>Webcasting, Recording or Reporting of Meetings and Proceedings</p> <p>The proceedings of this meeting may be recorded for broadcasting live on the internet via the 'Democracy Centre' on the County Council's website. The whole of the meeting may be broadcast apart from any confidential items which may need to be considered in the absence of the press and public. For more information go to: http://www.devoncc.public-i.tv/core/</p> <p>In addition, anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance so that all those present may be made aware that is happening.</p> <p>Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting. An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall. For information on Wi-Fi availability at other locations, please contact the Officer identified above.</p>
<p>Emergencies</p> <p>In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.</p>
<p>Mobile Phones</p> <p>Please switch off all mobile phones before entering the Committee Room or Council Chamber</p>
<p>If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: centre@devon.gov.uk or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.</p>
<p> Induction loop system available</p>

NOTES FOR VISITORS

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Walking and Cycling Facilities

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The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

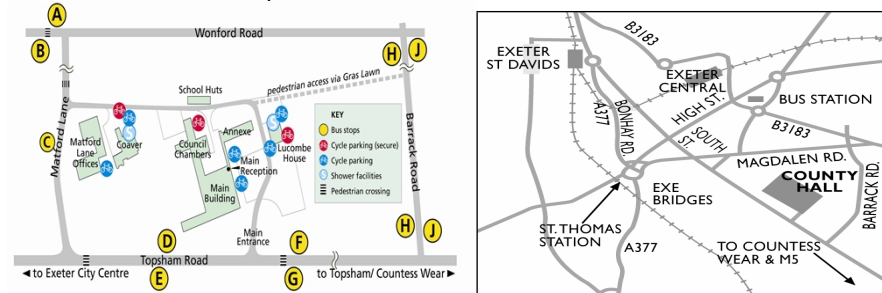
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As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.

The County Farms Estate

Revenue Monitoring (Month 10) 2018/19

Report of the County Treasurer

1 Revenue Monitoring (Month 10) 2018/19

- 1.1 The Revenue Budget presented to Corporate Service Scrutiny Committee on 31 January 2018 included a target surplus of £414,000 for the County Farms Estate, in accordance with the targets set by Cabinet at its meeting on 10 January 2018.
- 1.2 Appendix A provides a summary of the annual budget. It also provides details of income and expenditure to date.
- 1.3 £577,000 of the predicted £1,125,000 income was collected in arrears at the end of month 10 with the majority of the balance to be collected at the end of month 12.
- 1.4 Two large Tenant Right Valuation accruals and a number of smaller accruals have been released reducing the accrued liability from 2017/18 to £43,000. There are three large TRV liabilities falling due at 25 March 2019 which will require the balance of the TRV budget thus the projected outturn is £20,000.
- 1.5 The revenue funded unforeseen maintenance budget has been set at £100,000. £60,000 worth of unforeseen repair works have been ordered and paid in 2018/19. In addition, a further £10,000 of unforeseen works have been ordered but not invoiced. Total unforeseen expenditure and commitment at month 10 is therefore £70,000.
- 1.6 The revenue funded maintenance programme has been set at £210,000. £89,000 worth of programmed repair works have been ordered and paid in 2018/19 with invoices for a further £26,000 of liabilities accrued in and charged to the 2017/18 accounts still expected. In addition, £124,000 of programme works have been ordered but not invoiced in 2018/19. Total programme expenditure and commitment at month 10 is therefore still forecast to come in on budget.
- 1.7 The revenue funded building maintenance other programme has been set at £61,000. Expenditure to date is only £3,000 with a further £4,000 of works ordered. The year-end forecast has been reduced to £44,000 based on a programme of further proposed redundant building, health and safety or asbestos removal works currently out to tender.

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- 1.8 Approximately £14,000 worth of testing and inspection works (service term contract budget) have been paid at month 10 and a further £3,000 worth of works ordered.
- 1.9 A programme of quinquennial condition surveys will be complete by year end committing the £10,000 Building Maintenance Surveys budget.
- 1.10 Information is awaited from the County Councils Arboriculturalist on tree surgery works that may be required by year end following the recent tree inspections. The budget provision of £10,000 is retained for potential works.
- 1.11 The NPS fees include the management of the Estate, co-ordinating and running Farmwise at the County Show and the October event, Co-ordinating the Tenants Training Academy, procuring all programme and unforeseen maintenance, service term contracts, asbestos, health and safety and redundant building works.
- 1.12 It is currently anticipated that the forecast level of income and expenditure will be achieved, and the target surplus delivered, albeit there may well be some fluctuations within individual income and expenditure items.

2 **Options/Alternatives**

- 2.1 Alternative options have been considered and discounted as they are believed to either be contrary to current Estate policy and/or not in the best financial interests of the Estate.

3 **Consultations/Representations/Technical Data**

- 3.1 The views and opinions of the Devon Federation of Young Farmers Clubs and the Estate Tenants Association will be presented by the two co-opted members to the committee.
- 3.2 No other parties have been consulted and no other representations for or against the proposal have been received.
- 3.3 The technical data is believed to be true and accurate.

4 **Considerations**

- 4.1 The Author is not aware of any financial, sustainability, carbon impact, equality, legal, risk management or public health issues arising from this report.

5 **Summary/Conclusions/Reasons for Recommendations**

- 5.1 The Author has prepared this report in accordance with the findings of the County Farms Estate Strategic Review (April 2010).

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Mary Davis – County Treasurer

Electoral Divisions: ALL

Local Government Act 1972: List of Background Papers

None

Who to contact for enquiries:

Name: Dan Meek, Director of Property Management, NPS South West Ltd,
Venture House, One Capital Court, Bittern Road, Sowton Industrial Estate, Exeter,
EX2 7FW

Contact: 01392 351066 or dan.meek@nps.co.uk

Name: Lisa Beynon, Head Accountant for Corporate Services, County Treasurer's,
County Hall, Exeter

Contact: 01392 382876 or lisa.beynon@devon.gov.uk

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APPENDIX A

COUNTY FARMS ESTATE - FINANCIAL REPORTS FINANCIAL STATEMENT - (MONTH 10) 2018/19

	YEAR TO DATE EXPENDITURE	ANNUAL TARGET	MONTH 7 FORECAST	CURRENT FORECAST
<u>INCOME</u>	£'000	£'000	£'000	£'000
Rent	(544)	(1,074)	(1,062)	(1,085)
Other	(33)	(40)	(40)	(40)
TOTAL INCOME	<u>(577)</u>	<u>(1,114)</u>	<u>(1,102)</u>	<u>(1,125)</u>
 <u>EXPENDITURE</u>				
<u>STATUTORY COSTS</u>				
Tenant Right Valuation	(43)	20	20	20
SUB - TOTAL	<u>(43)</u>	<u>20</u>	<u>20</u>	<u>20</u>
 <u>PREMISES COSTS</u>				
Building Maintenance - Unforseen	60	100	100	100
Building Maintenance - Programmed	63	210	210	210
Building Maintenance - Surveys	0	10	10	10
Building Maintenance - STC	14	20	20	20
Building Maintenance - Other (incl. Land Agents Initiatives, Redundant Buildings, Asbestos and Health & Safety)	3	61	44	44
Grounds Maintenance	0	10	10	10
Rents & Other Landlord Charges	7	14	14	14
Rates, Electricity and Water Charges	4	6	6	6
SUB - TOTAL	<u>151</u>	<u>431</u>	<u>414</u>	<u>414</u>
 <u>SUPPLIES & SERVICES</u>				
Insurance	0	0	0	0
Adverts	6	2	7	7
NPS Fees	205	230	230	253
Legal Fees	0	4	4	4
Professional Fees	(10)	6	6	6
Other Fees & Charges (DFYF, SHLAA, GPDO)	1	7	7	7
SUB - TOTAL	<u>202</u>	<u>249</u>	<u>254</u>	<u>277</u>
 TOTAL EXPENDITURE	 <u>310</u>	 <u>700</u>	 <u>688</u>	 <u>711</u>
 NET OPERATIONAL (SURPLUS)	 <u>(267)</u>	 <u>(414)</u>	 <u>(414)</u>	 <u>(414)</u>
 <u>FARM IMPROVEMENTS inclusive of fees</u>				
Revenue funded Restructuring (BM other)	0	0	0	0
SUB - TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 TOTAL COSTS SURPLUS	 <u>(267)</u>	 <u>(414)</u>	 <u>(414)</u>	 <u>(414)</u>

The County Farms Estate

Capital Monitoring (Month 10) 2018/19

Report of the County Treasurer

1 Capital Monitoring (Month 10) 2018/19

- 1.1 The Capital programme presented to Corporate Services Scrutiny Committee on 31st January 2018 (and subsequently approved by County Council) included schemes totalling £600,000.
- 1.2 Added to this was slippage of £1,068,360 and the unallocated savings of £236,595 taking the total capital scheme for 2018/19 to £1,904,955.
- 1.3 Forecasts anticipate spend of £1,552,587 as at the end of 2018/19, with an unspent balance of £352,369 to be carried forward to 2019/20.

2. Nitrate Vulnerable Zone Compliance

- 2.1 Currently one butyl lined lagoon has been completed and one new concrete box slurry store still has a budget provision.
- 2.2 Actual spend on NVZ compliant schemes for 2018/19 stands at £129,083 with a further £30,216 committed. Forecast spend at year end stands at £170,069 with £448,021 to be carried forward into 2019/20 as a combined result of scheme slippage and savings.

3. Compensation Payments (Tenants Improvements, etc..)

- 3.1 Forecast spend currently stands at nil but this excludes four potential liabilities that will fall due at 25 March 2019.

4 Enhancements and Improvements

- 4.1 Actual spend to date stands at £760,616 with a further £289,350 is committed. Total amount of capital spent or committed is therefore £1,049,966.
- 4.2 Forecast spend currently stands at £1,380,967 against a budget of £1,285,315, with the potential in-year over spend of £95,652 needing to be funded from savings in NVZ schemes before the balance is carried forward to 2019/20.

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5 **Land Acquisitions**

5.1 Currently no potential land purchases have been identified.

6 **Options/Alternatives**

6.1 Alternative options have been considered and discounted as they are neither practical nor in the financial best interests of the Authority.

7 **Consultations/Representations/Technical Data**

7.1 The views and opinions of the Devon Federation of Young Farmers Clubs and the Estate Tenants Association will be presented by the two co-opted members to the committee.

7.2 No other parties have been consulted and no other representations for or against the proposal have been received.

7.3 The technical data is believed to be true and accurate.

8 **Considerations**

8.1 The Author is not aware of any financial, sustainability, carbon impact, equality, legal, risk management or public health issues arising from this report.

9 **Summary/Conclusions/Reasons for Recommendations**

9.1 The Author has prepared this report in accordance with the Councils capital funding procedures and guidelines.

Mary Davis – County Treasurer

Electoral Divisions: ALL

Local Government Act 1972: List of Background Papers

None

Who to contact for enquiries:

Name: Dan Meek, Director of Property Management, NPS South West Ltd, Venture House, One Capital Court, Bittern Road, Sowton Industrial Estate, Exeter, EX2 7FW

Contact: 01392 351066 or dan.meek@nps.co.uk

Name: Lisa Beynon, Head Accountant for Corporate Services, County Treasurer's, County Hall, Exeter

Contact: 01392 382876 or lisa.beynon@devon.gov.uk

THE COUNTY FARMS ESTATE TENANTS' TRAINING ACADEMY

Report of the Head of Digital Transformation and Business Support

Please note that the following recommendations are subject to consideration and determination by the Committee before taking effect.

Recommendation(s):

That the Committee note the report

1.0 Introduction

- 1.1 At the County Farms Estate Committee meeting of 11 December 2017 Members considered report BSS/17/16 and resolved under minute ref FE/25:
 - (a) *That support for development by the Estate Land Agents, working with Alison Rickett, Managing Director of Fresh Start Land Enterprise Centre, of a Fresh Start Academy and an individual mentoring scheme, open to all County Farms Estate tenants be approved; and*
 - (b) *That funding from the County Farms Estate revenue budget for sponsorship of the cost of running the Fresh Start Academy up to a cap of £5,000 per annum with the intent that attendance by County Farms Estate tenants should be free or substantially subsidised be approved.*
- 1.2 Following initial positive conversations with the Fresh Start Land Enterprise Centre, the initiative stalled. However, following an opportunity to discuss the concept directly with the Chief Executive of the Princes Countryside Trust, NPS were able to get the initiative back on track.
- 1.3 The Princes Countryside Trust have also agreed to contribute up to £5,000 worth of in-kind funding support to this worthwhile and forward thinking initiative which is attracting interest from other County Farms Estates and the farming industry. The Princes Countryside Fund are paying for the first three programme speakers to attend and present to the Estate tenants participating.
- 1.4 The inaugural programme of training events is now confirmed and a copy of the programme is attached at Appendix 1. Speakers include consultants from Promar, Kite, Savills and Bateman Hosegood, and solicitors from Michelmores.
- 1.5 So far we have a total of 26 tenants and/or their partners signed up to the programme.
- 1.6 It is hoped that tenants attending should be far better placed to monitor, analyse and benchmark their farm enterprise performance, and submit highly competitive business plans and be able to present those plans in a more professional and persuasive manner to prospective landlords in the private sector.

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2.0 Options/Alternatives

2.1 Alternative options have been considered and discounted, as they are believed to either be contrary to current Estate policy and/or not in the best financial interests of the Estate.

3.0 Consultations/Representations/Technical Data

3.1 The views and opinions of the Devon Federation of Young Farmers Clubs and the Estate Tenants' Association will be presented by the two co-opted members to the committee.

3.2 No other parties have been consulted and no other representations for or against the proposal have been received.

3.3 The technical data is believed to be true and accurate.

4.0 Considerations

4.1 The Author is not aware of any financial, sustainability, carbon impact, equality, legal, risk management or public health issues arising from this report

5.0 Summary/Conclusions/Reasons for Recommendations

5.1 The Author has prepared this report in accordance with the findings of the County Farms Estate Strategic Review (April 2010)

Rob Parkhouse,
Report of the Head of Digital Transformation and Business Support

Electoral Divisions:

All

Local Government Act 1972: List of Background Papers

None

Who to contact for enquiries:

Dan Meek, NPS South West Ltd, Venture House, One Capital Court, Bittern Road, Sowton Industrial Estate, Exeter, EX2 7FW

Tel No: (01392) 351066

Email: dan.meek@nps.co.uk

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Appendix 1

Date	Topic/Theme	Speaker
1 13.02.2019	Getting to know your finances The workshop will look at different techniques for budget planning, managing cash flow and evaluating income. It will explore how accounts are put together, and how they can inform decision making on the farm	Promar
2 27.02.2019	Practical Cost Management The workshop will look at practical solutions to cost saving, including ways to make efficiencies through pasture, feed costs, housing livestock and sharing examples of best practice.	Kite Consulting
3 13.03.2019	Marketing/Presentation skills/Interview technique The workshop will cover using social media, presentation and interview techniques to help stand out in a competitive marketplace	Sam Walker plus
4 27.03.2019	Business planning and managing change The workshop encourages families to look at their farm businesses, to identify short and long term aims, SWOT analysis and how to manage change through planning for the future.	Adrian Matthews Savills
5 03.04.2019	Grant funding/Countryside Stewardship etc The workshop will cover the availability of current schemes, how to apply for grant funding and stewardship schemes and the practical way a scheme can fit into the farm business	Kevin Bateman
6 17.04.2019	Legal update/land tenure options The workshop will cover a brief legal update on health and safety and employment law but focus on land tenure options, tenancies as well as contract farming and share farming agreements as alternatives	Philip Wolfgang

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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of the Local Government Act 1972.

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